



format

46-B, Shiv Vihar
Shahdara
New Delhi 110032

} Sender's Address

6 March, 20xx

} Date

The Editor
The Times
Mumbai

} Receiver's Address

Subject : _____

Sir

[Introductory Para]

[Informative Para]

[Concluding sentence]

Yours sincerely
(Name)

COMMON LINES

Letter to Editor

For Body:- Through the columns of your esteemed newspaper, I would like to draw the attention of concerned authorities towards...

Placing Order:

For Para 1 :- I/We want to place an order of some books to our school library/
given address

for Para 2 :- The books to be delivered attached with their particulars are:-
Maths magic - R.D. Sharma - 1X5
English - S.S. Agarwal - 1X10

for Para 3 :- I/we hope for timely delivery as a sum of ₹xxxx had been paid by
online methods

Complaint letter:

Para 1:- We regret to inform you that the product we purchased from you yesterday
is not working/appropriate --

Para 2:- I bring to your notice the following defects in your products:-
Pages 7-28 are omitted.

Para 3:- I hope that you will replace it or refund my money at the earliest.

Inquiry:-

Para 1:- With reference to your advertisement published in newspaper/magazine
I have come to know that you are organising-----

Para 2:- I would like to know the following things before I could visit you:-
Timing -
Schedule -
Price of course -
Eligibility -

Para 3:- kindly send me the details at the earliest so that I can visit you soon.